



Checklist of School/District Responsibilities
Title I Schools Identified as "In Need of Improvement" - Year 1

Notice to Parents/guardians

- ☐ Prompt written communication to parents/guardians in an understandable format
Must include:
 - ☐ What the identification means
 - ☐ Explanation of how the school identified compares to other schools served by the District and the State in terms of the academic achievement of its students
 - ☐ Reason the school was identified
 - ☐ What the school is doing to address the identified need
 - ☐ How parents/guardians can become involved
 - ☐ The parent's/guardian's option to transfer their child to another school
 - ☐ A list of public school choice possibilities and enough information to help parents decide what school is best for their child
 - ☐ Explanation that the District will provide transportation to the identified option school(s)

School Improvement Plan

- ☐ Establish a School Support Compact team
- ☐ Complete the Accountability Application. Completing this application outlines the School Improvement Plan for the identified school(s). This is a 2 year school improvement plan.
- ☐ Complete the budget portion of the Accountability Application
Budget includes:
 - ☐ 10% of the Title I building(s) allocation is set aside for professional development
 - ☐ 20% of the District Title I allocation is set aside for public school choice

Technical Assistance

- ☐ Ensure identified school receives technical assistance in the development and implementation of the school improvement plan
Assistance includes:
 - ☐ Analyzing data from the assessments required and other examples of student work to identify and address problems that lead to identification
 - ☐ Identifying and implementing professional development, instructional strategies, and methods of instruction that are scientifically based and proven effective in addressing specified needs that lead to identification

Public School Choice

- ☐ Provide all students attending identified Title I schools the opportunity to transfer to another public school that has not been identified
- ☐ Give priority to the lowest achieving children from low-income families
- ☐ Notify parents/guardians of public school choice possibilities
- ☐ Provide transportation costs for the duration the school is identified as “needs improvement”

Publication of Actions

- ☐ Post on the Districts website the following information:
 - ☐ Number of students eligible for and participated in public school choice
 - ☐ List of available schools offered to eligible students to participate in public school choice

Notice to the Public

- ☐ Written communication to the public (this can be letter, school newsletter, website posting or other)
Information explaining:
 - ☐ What the school is doing to address the problem of low achievement
 - ☐ What the District is doing to help the school address this problem